

**Summary Report for Individual Task  
805B-79T-4204  
Develop a Time Management Work Plan  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** To maximize your production efficiency throughout the recruiting year, an effective Time Management Work Plan must be developed using all required references and material items. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Develop a time management work plan by using appropriate references, recording the actions determined by sub-steps into the Recruiter Work Station/Outlook, Recruiter Zone, and or Planning Guide; forwarding to the RRNCOIC and the original maintained by the RRNCO; and executing the plan and updated changes in calendar.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

Task Statements
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**Cue:** None

DANGER

None

WARNING

None

CAUTION

None

**Remarks:** None

**Notes:** None

### **Performance Steps**

1. Review the appropriate references and State specific SOP to determine Daily, Mid-Term, and Long Term goals/plans. Examples of plans are:

- a. Daily Plan, current week and the following week.
- b. Mid-Term Plan, covers three months (current month and next two consecutive months).
- c. Long Term Plan, covers any activity taking place four or more months into the future.

2. Daily Plans should include as a minimum the following types of activities:

- a. Appointments.
- b. Applicant Processing.
- c. Prospecting.
- d. Administrative actions.
- e. Travel requirements.

3. Mid-Term Plans should include as a minimum the following types of activities.

- a. COI/VIP appointments.
- b. School Functions/Presentations.
- c. SM meetings.
- d. Drill (MUTA 4, 5, or AT).
- e. Military Leave.

4. Long-Term Plans should include as a minimum the following types of activities.

- a. Drill dates and locations.
- b. MEPS activities.
- c. SM meetings (State, Area, Unit, Awards).
- d. School Functions (Presentations, SASVAB, Athletic Events, Awards Banquets, JRROTC functions, Graduation Dates).
- e. Civic Events (Holidays, Parades, Displays).
- f. Military Leave.
- g. Professional Development (College Classes, Vo-Tech Classes, NCOES Courses).

5. Review NGR 601-2, Appendix D, for the steps necessary to build a successful Strength Maintenance Plan.

6. Review NGR 601-2, Appendix F, for guidance on establishing a Strength Maintenance Time Management Model.
7. Review NGR 601-2, Appendix G, for guidance on establishing a time oriented Strength Maintenance School Program.
8. Record the actions determined by step 1 through step 4 in the Recruiter Work Station and or planning guide.
9. A copy of all Plans will be forwarded to the Area RRNCO and the original maintained by the RRNCO.
10. Changes will be posted on your calendar and forwarded to the Area RRNOC.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job training for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** This task may be evaluated by two methods:a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed the appropriate references and State specific SOP to determine Daily, Mid-Term, and Long Term goals/plans. Examples of plans are:			
a. Daily Plan, current week and the following week.			
b. Mid-Term Plan, covers three months (current month and next two consecutive months).			
c. Long Term Plan, covers any activity taking place four or more months into the future.			
2. Daily Plans should include as a minimum the following types of activities:			
a. Appointments.			
b. Applicant Processing.			
c. Prospecting.			
d. Administrative actions.			
e. Travel requirements.			
3. Mid-Term Plans should include as a minimum the following types of activities:			
a. COI/VIP appointments.			
b. School Functions/Presentations.			
c. SM meetings.			
d. Drill (MUTA 4, 5, or AT).			
e. Military Leave.			
4. Long-Term Plans should include as a minimum the following types of activities:			
a. Drill dates and locations.			
b. MEPS activities.			
c. SM meetings (State, Area, Unit, Awards).			
d. School Functions (Presentations, SASVAB, Athletic Events, Awards Banquets, JRROTC functions, Graduation Dates).			
e. Civic Events (Holidays, Parades, Displays).			
f. Military Leave.			
g. Professional Development (College Classes, Vo-Tech Classes, NCOES Courses).			
5. Reviewed NGR 601-2, Appendix D, for the steps necessary to build a successful Strength Maintenance Plan.			
6. Reviewed NGR 601-2, Appendix F, for guidance on establishing a Strength Maintenance Time Management Model.			
7. Reviewed NGR 601-2, Appendix G, for guidance on establishing a time oriented Strength Maintenance School Program.			
8. Recorded the actions determined by step 1 through step 4 in the Recruiter Work Station and or planning guide.			
9. Forwarded a copy of all Plans to the Area RRNCO and the original maintained by the RRNCO.			
10. Posted changes on calendar and forwarded to the Area RRNOC.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4
ICTL (SL 4) Nunez Created on Fri Jan 09 14:35:23 EST 2015	Enlisted	Skill Level: SL4